

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
“VETERANS FIRST”



Classification: Associate Personnel Analyst
Staff Services Analyst (This position is subject to Post and Bid provisions)
Salary: \$4,111 - \$4,997/\$2,632 – \$4,155
Permanent, Full Time

Location: Department of Veterans Affairs
Human Resources Division
Classification & Pay Unit
1227 O Street, Room 402
Sacramento, CA 95814

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. **SROA PROVISIONS APPLY. FOR POST AND BID: INTERESTED SSA EMPLOYEES OF CDVA MUST COMPLETE CDVA/HR FORM#05-019. FOR ADDITIONAL INFORMATION, GO TO DEPARTMENT INTRANET SITE.**

Duties and Responsibilities: Under general supervision of the Staff Services Manager I, works independently to provide analysis and program direction to the CDVA in all areas associated with State Civil Service and the State's Personnel Management Program. Incumbent is expected to consistently exercise a high degree of confidentiality, initiative, responsibility, and independence with a strong commitment to customer service.

- Research, analyze and prepare formal memoranda, proposals and reports related to all areas of personnel management to departmental staff, executive management, control agencies, other state departments and various outside organizations. Render an interpretation/decision and/or revise/establish departmental policy regarding the full range of personnel/labor relation's actions in accordance with regulations, contracts, allocation standards, specifications, and other personnel policy guidelines.
- Handle all aspects of recruitment, selection and retention of employees for various programs within the CDVA. Assists with exams by: formulating questions and suggesting format of an exam; analyzing and rendering a final score on education and experience exams; and independently administer CEA exams as needed. Acts as Chairperson on exams as needed.
- Conduct classification and pay studies and resolve the C&P issues by recruitment and retention differential, HAMS, specification revisions, State Personnel Board Items, Certification Action Requests, Out-of-Class Pay, Red Circle and other means of resolution.
- Counsel employees and management on various personnel issues, (i.e., progressive discipline, upward mobility, exams, etc.). Assist with departmental Human Resources training.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Office
1227 "O" Street, Room 402
Sacramento, CA 95814
Attn: Jacquie Ruiz, Reference M-80 #035-06-07

Inquiries:
Voice: (916) 653-2535
TDD: (916) 653-1966

NOTE: In line #12 of the State Application, please reference M-80#035-06/07. You must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

PSNO: 830-440-5157-801